

Office of Inspector General

Ethics Officer Roundtable

February 25, 2016

Agenda

Welcome/Introductions

Overview of the roles and responsibilities of agency ethics officers

- Designation/delegation of authority by appointing authority
- Interactions with OIG

Advisory opinions

- Process
- Informal v. formal advisory opinions

Best practices for seeking advice

- General
- Information needed for specific issues

Forms

- Conflicts of interest disclosures
- Waivers

Best practices/tips for ethics officers

- Resources
- Policies
- Communication